

OUNDLE

School

Confidential Declaration of Means

Child's Name:

Year of Entry:

Please return completed form to:

Mr A Burrows, Deputy Head Admissions

Oundle School, Oundle, Peterborough PE8 4GH

Marking the envelope 'Confidential'

Please make sure that you answer all the questions below as fully as you can before signing and returning the completed declaration.

A: Personal details

Full name of pupil	Date of birth
Name generally used	Date of entry to Oundle

Parents

Parent / Guardian 1	Parent / Guardian 2
Name in full (including title) (please include all names)	Name in full (including title) (Please include all names)
Date of birth	Date of birth
Relationship to the pupil	Relationship to the pupil
Address	Address
Postcode	Postcode
Contact telephone number	Contact telephone number
Fax	Fax
Mobile	Mobile
Email	Email
Occupation	Occupation
Employment status	Employment status
Employer / Business	Employer / Business

Employer's Address	Employer's Address
Postcode	Postcode
Telephone	Telephone
Email	Email
Fax	Fax

B: Your income over the last 12 months (dated from _____ to _____)

(Please provide figures for income on an annual basis)

	Parent / Guardian 1	Parent / Guardian 2
Gross annual salary		
Net monthly salary		
Gross interest on savings		
Net dividends from shares (Including any company of which you are a director)		
Rent from owned property		
Pension income		
Income from second job		
Income from others in household		
Government allowances / Social Security payments		
Department for Work and Pensions benefits		
Income from other assets or trusts		
Payments from insurance policies, payments from other payment protection policies or plans		
Permanent health insurance payments		

Annual value of residence provided as a Benefits in Kind by employer		
Annual value of any other benefits in kind provided by employer		
Any other sources of income or lump sums (please detail)		
Total		

C: Outgoings over the last 12 months (as dated in Section B)

	Parent / Guardian 1	Parent / Guardian 2
Mortgage payments on principal residence (Split interest and repayment elements)		
Rent on principal residence		
Pension contributions		
Life policy and other insurance policies		
Loans and credit cards		
Income Tax and National Insurance		
Total		

D: Capital assets

	Parent / Guardian 1	Parent / Guardian 2
Property		
Market value of principal residence		
Freehold or leasehold (If leasehold please indicate the number of years of unexpired residue.)		
Location (full postcode only)		
Type (detached, semi-detached, apartment etc)		
Age and construction (eg 1840, stone and thatch)		
Total numbers of reception rooms, bedrooms and bathrooms		

Market value of other properties (including overseas)		
Freehold or leasehold		
Location (full postcode or equivalent if overseas)		
Type (detached, semi-detached, apartment etc)		
Age and construction (eg 1840, stone and thatch)		
Total numbers of reception rooms, bedrooms and bathrooms		
Car(s) (Please detail make, model and value of each car. Please also indicate any outstanding balance/s under finance or hire purchase agreement/s)		
Total value of other assets such as antiques or valuables (List separately any item valued over £5,000)		
Investments		
Bank / building society deposits		
Shares		
Individual Savings Accounts (ISA), PEPs, Bonds		
Shares in unit trusts and other stock market investments (Include unapproved pension schemes)		
Corporate assets		
Directors fees		
Cash		
Current accounts		
Savings accounts		
Redundancy payments or any other payments received on the termination of employment (Please detail)		
Total		

E: Liabilities

Totals	Parent / Guardian 1	Parent / Guardian 2
Outstanding value of mortgage/s (Include dates and terms of all mortgages)		
Other loans (secured and unsecured) (Please give details including term/s and current balance/s)		
Overdraft at bank (actual)		
Total		

F: Totals

Totals	Parent / Guardian 1	Parent / Guardian 2
Assets		
Liabilities		
Net assets		

G: Dependants

	Parent / Guardian 1	Parent / Guardian 2
Child one		
Name		
Date of birth		
Gender		
Current school attended		
Boarding / Day		
Annual Fees (excluding extras)		
Annual compulsory additional charges		
Value of Scholarship, Bursary or other Allowance given by school		
Annual sum arising from capital prepayment scheme		

LEA Grant		
Services/Company Allowances (gross) (State whether sum has been included in gross salary)		
Annual sum arising from Educational Insurance Policies		
Assistance from any other SOURCE (Please detail eg grandparents, trusts, settlements, Government Assisted Place Scheme, etc)		
Annual income of child (if any)		
Child two		
Name		
Date of birth		
Gender		
School attended		
Boarding / Day		
Annual Fees (Excluding extras)		
Annual compulsory additional charges		
Value of Scholarship, Bursary or other Allowance given by school		
Annual sum arising from capital prepayment scheme		
LEA Grant		
Services/Company Allowances (Gross) (State whether sum has been included in gross salary)		
Annual sum arising from Educational Insurance Policies		
Assistance from any other SOURCE (Please detail eg grandparents, trusts, settlements, Government Assisted Place scheme, etc)		
Annual income of child (if any)		

Child three		
Name		
Date of Birth		
Gender		
School attended		
Boarding / Day		
Annual Fees (Excluding extras)		
Annual compulsory additional charges		
Value of Scholarship, Bursary or other Allowance given by school		
Annual sum arising from capital prepayment scheme		
LEA Grant		
Services/Company Allowances (Gross) (State whether sum has been included in gross salary)		
Annual sum arising from Educational Insurance Policies		
Assistance from any other SOURCE (Please detail eg grandparents, trusts, settlements, Government Assisted Place Scheme, etc)		
Annual income of child (if any)		
Other dependants: please give details		

H: Documentation

Please indicate which of the following documents have been provided to support your application:

	Parent / Guardian 1	Parent / Guardian 2
Income		
Payslips (Latest 3)		
P60 (Latest)		
HMRC tax calculation (Self-assessment)		
Bank statements		
Self Employed accounts		
Assets and Liabilities		
Mortgage statement/s		
Property valuation/s		
Investment portfolio valuation		
Insurance valuation of assets		
Loan statement/s		
Any other relevant information		
Assistance from other sources		

H: Declaration

I / We confirm that I / we have answered all of the above questions in full and that should any material change occur to our financial circumstances that I / we will inform the Finance Department or Deputy Head Admissions immediately.

I / We understand and agree that the award of a bursary is dependent on:

- the pupil working hard, contributing positively to the life of the School and setting a good example to other pupils
- parental support of the pupil to achieve the purposes of the award and to uphold the good name of the School
- payment of the balance of the account before the first day of term.

I / We understand and agree that the bursary may be withdrawn if:

- we have provided incomplete or false information, whether recklessly or knowingly
- we fail to report any material change in my/our circumstances in full immediately
- we fail to produce documentary evidence supporting any of the information disclosed
- our child falls below the required standards of conduct or progress and in the opinion of the governors there has been no improvement following consultation with the parent and pupil and a written warning.

The data controller for the School is the Bursar (bursar@oundleschool.org.uk).

This information will be used to calculate eligibility for financial help under the criteria laid out in the Bursary Policy

As part of the Bursary application process the School uses a third party organisation, Bursaries Administration Ltd, who undertake home visits on behalf of the School.

To access the information, to correct it or to ask for its deletion, contact the Deputy Head Admissions

Signature
[PARENT / GUARDIAN 1] [PARENT / GUARDIAN 2]

Date
[DATE] [DATE]